

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0224449 (current classified number)		10. Budget Program Number 25113	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Public Service Executive II -PSEII	
3. Division Family Services				12. Proposed Class Title Unclassified- Child Care Provider Enrollment Program Manager	
4. Section Economic and Employment Services		For Use By Personnel Office	13. Allocation		
5. Unit Strengthening Families Services			14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee			15. By	Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp		Office	16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM			17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Karen Beckerman	Public Service Executive III	K0047316

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Karen Beckerman	Public Service Executive III	K0047316

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed independently, with considerable latitude for making independent decisions based upon general direction developed within EES leadership and federal and state laws. Deadlines are stated and work assigned with minimal supervision. Work is assigned orally and in writing with a description of outcomes desired. Assignments are normally general, broad directives or expectations without detail. Employee is expected to exercise good judgment, demonstrate initiative, and prioritize work according to criteria established. This employee is responsible for formulating and executing policies, methods and procedures necessary for program operation. Instructions include: State and Federal law, rules and regulations; agency policy directives.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. 45	<p><u>Management and Supervision of Child Care Provider Enrollment Staff Statewide</u></p> <p>Responsible for the management and oversight of the Child Care Provider Enrollment Program statewide. Management of staff responsible for completion of the provider enrollment process used to determine criteria for entering into agreements with child care providers for the purchase of services for families receiving benefits. This position will be responsible for supervision of Child Care Provider Enrollment staff , ensuring proper application of agency policy and procedures, providing for staff training as needed within the program area, and ensuring proper file management and documentation is accurate, current and maintained by staff.</p>
2. 20	<p>Responsible for personnel management of staff to ensure Child Care Provider Enrollment staff maintain adequate statewide coverage. Conduct staff consultations, coaching and progressive discipline as appropriate and warranted.</p> <p>Works with State and Community Partners, Central Office Staff and EES staff to manage Child Care Provider Enrollment staff and the DCF enrollment processes. Identified training needs and participates in development and monitoring of appropriate staff PMPs and improvement plans for agency staff.</p> <p>Will be responsible for communication and collaborate with Regional DCF office management to ensure staff have the resources necessary to successfully perform their duties and to ensure staffing regulations are met.</p>
3. 20	<p><u>Program Administration and Community Collaboration</u></p> <p>Represents DCF by serving on various Committees and work groups at the direction of the Strengthening Family Services Director. Maintains leadership roles in assigned committees and groups. Functions as agency administrator with liaison responsibilities with KDHE Child Care Licensing. Conveys agency philosophy and information to community partners. Takes an active role in community partnerships to ensure DCF services are effectively supporting desired state and agency outcomes.</p> <p>Establishes and ensures coordination with KDHE Child Care Licensing to ensure proper notification and information sharing between KDHE and DCF divisions, including EES, Fraud, Legal, IT, and Budget. Establishes and maintains necessary MOUs and agreements between agencies to address, CCDF regulations and child care licensing, CAPP system needs, critical incidents, and other areas of collaboration.</p> <p>Communicates regularly with the Strengthening Families Director, Subsidy Program Manager, EBT Manager, and the Children's Services Manager and other EES staff. Reviews, revises and provides feedback on agency policy and its impact on clients, child care providers and agency staff.</p> <p>Works with State and Community Partners, Central Office Staff and EES staff to manage Child Care Provider Enrollment program and the DCF enrollment processes. Identified training needs and participates in development and monitoring of appropriate improvement plans for agency policy and procedures.</p> <p>Responsible for the processing of the Child Care Outlier Report through coordination with the KsCares Manager, Child Care Subsidy Manager, Fraud Director, and Child Care Provider Enrollment staff statewide.</p> <p>Support KEES project and ensure successful transition to and use of the resource data bank.</p>
4. 15	<p><u>Regional Management Coordination Functions</u></p> <p>Meets with the Regional Directors, Assistant Regional Directors, EES Program Administrators, PPS, Fraud, Legal and Audit staff to obtain information and direction on problems related to administration of child care provider enrollment services and objectives. Works with members of Regional Leadership to recommend consistent policy implementation statewide and to ensure compliance with agency policies as well as state and federal law. Recommends operating procedures, to support the objectives and goals of the agency. Works with Performance Improvement Administrators to insure that integrity of the Child Care Program is maintained across the four Regional Offices.</p> <p>Other Duties as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - (X) Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Child Care Program Consultant II	K0203134
Child Care Program Consultant I	K0133672
Child Care Program Consultant I	K0133666
Child Care Program Consultant I	K0133644
Child Care Program Consultant I	K0066498
Child Care Program Consultant I	K0053007
Child Care Program Consultant I	K0162320
Child Care Program Consultant I	K0155780
Child Care Program Consultant I	K0164248

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Consequences of not performing the essential functions of this position are significant. Undetected efficiencies could cause major problems with the overall functioning of the projects and programs involved; and result in potential loss or misuse of funds going undetected and children remaining in potentially unsafe child care environments.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contacts are made daily with other employees and regularly with regional DCF staff, other state agencies, federal agencies, community partnering agencies, and clients. Travel throughout the state is required.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment includes normal hazards and discomforts typical of other offices. Risk encountered in normal travel is possible. The risk of legal liability is present. Stress could result from the volume of work and from responsibility. There are possible dealings with irate or abusive callers, visitors or staff. Possible stress related to meeting deadlines for work products. There may be visual and physical discomfort from using computer equipment and other office equipment.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Computer, copier, fax.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Bachelor Degree in a human service field: social work, education, early childhood development, or family studies.

Education or Training - Special or professional

N/A

License, certificates and registrations

Preferred skills and know ledge: Knowledge of child care program policies, state and federal regulations.

Special knowledge, skills and abilities

Experience with WORD and EXCEL software including the ability to create forms, tables, and spreadsheets.

Experience - Length in years and kind

Employee supervision experience and 2 years minimum experience with Program and/or Project Management.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date